<Click to Enter Course Code, Section, and Title (ex. ART-101-101: Drawing)>

Choose semester.

# Part 1: Course Information

| COURSE ITEM | DETAILS |
| --- | --- |
| Instructor Name | **Enter instructor name** |
| Instructor Email | **Enter instructor’s ECC email** |
| Alternate Email | **Enter alternate email or “none”** |
| Instructor Phone | **Enter instructor phone number** |
| Alternate Phone | **Enter alternate phone number or “none”** |
| Office Location | **Enter office number** |

| COURSE ITEM | DETAILS |
| --- | --- |
| Credit Hours | **Enter number of credit hours** |
| Room Number | **Enter classroom number** |
| Start Date | **Enter start date** |
| End Date | **Enter end date** |
| Meeting Days | **Enter days (ex. MW, TTH)** |
| Class Time | **Enter start and end times** |

## Office Hours – Student Assistance

All students are encouraged to come to Office Hours throughout the course. These times are scheduled for you to discuss course topics with me in a one-on-one setting. Office Hours are a great opportunity to review past or upcoming assignments, work through challenges in the course material, discuss a topic in further detail, discuss how to navigate ECC more broadly, or talk about your career field.

I invite you to come to Office Hours at any of the scheduled times or to contact me about scheduling a separate time if your schedule doesn’t permit your attending the times listed below. **Note to instructors: For the Spring 2025 semester, the previous sentence is optional.** Your success in this class is my priority.

| DAY | HOURS | LOCATION |
| --- | --- | --- |
| Monday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Tuesday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Wednesday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Thursday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Friday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Saturday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |
| Sunday | **Enter office hours (ex: 12:30pm–1:30 pm, online only 12:30pm–1:30pm, 12:30pm–1:30pm by appointment only, or none)** | Enter location of office hours and/or virtual link |

## Course Requirements

Having the necessary materials and prerequisites listed below are crucial to setting you up for success in this course.

| REQUIREMENT | DETAILS |
| --- | --- |
| Textbook Required | **Enter required textbook information including: title, author, edition, and ISBN** |
| Course Pre-Requisites | **Enter any pre-requisites for the course as stated in the ECC catalog** |
| Computer / Software Requirements | **Enter any computer or software requirements for the course** |
| D2L Requirements | **Enter how students will be expected to use D2L – check grades, access course materials, drop assignments, etc.,** |
| Other Required Materials | **Enter any other additional materials required for the course including any instructions on how or where students can obtain these materials if applicable** |
| Other Requirements | **Enter any other requirements for the course such as travel requirements, health restrictions, scheduled field trips, etc.** |
| IAI Code | **Enter the Illinois Articulation Initiative (IAI) designation / code if applicable. Refer to the catalog to find this code.** |

## Course Description

**Enter the course description information from the course outline on Curricunet.**

## Course Learning Outcomes

Our Course Learning Outcomes detail the skills and concepts that we’ll focus on throughout the course. Your success in these outcomes will help you prepare for future courses, for your career, and for your engagement with your community. By the end of this course, students will:

* Outcome 1
* Outcome 2
* Outcome 3
* Outcome 4
* Outcome 5

## Grading Standards

### Grading Policies and Procedures

**Enter grading policies and procedures here**

Before withdrawing from a course, you are encouraged to talk with your instructor and your Academic Advisor. Together, they can help you make informed decisions for your academic success.

### Grading Summary Table

| Graded Items | Point Values |
| --- | --- |
| Click here to enter text. | **Click here to enter text.** |
| Click here to enter text. | **Click here to enter text.** |
| Click here to enter text. | **Click here to enter text.** |
| Click here to enter text. | **Click here to enter text.** |
| Total Points | Click here to enter text. |

### Make-up Exams and/or Late Work

**Enter the policy for make-up exams and any late work policies**

### Grading Scale

| Letter Grade | Minimum Points / Percentage | Maximum Points / Percentage |
| --- | --- | --- |
| A | **Click here to enter text.** | **Click here to enter text.** |
| B | **Click here to enter text.** | **Click here to enter text.** |
| C | **Click here to enter text.** | **Click here to enter text.** |
| D | **Click here to enter text.** | **Click here to enter text.** |
| F | **Click here to enter text.** | **Click here to enter text.** |

### Mid-term & Withdrawal Dates

| Course Date | Date |
| --- | --- |
| Mid-Term Date | **Enter date of mid-term exam** |
| The last day to withdraw from this course with a grade of W is: | **Choose withdrawal date deadline (Note: instructors can find the withdrawal date at www.elgin.edu/withdraw)** |

After the withdrawal date listed above, the only grades that will be assigned are A, B, C, D, F, or I.

## Classroom Policies

### Attendance, Tardiness, and Student Illness Policy

To learn the course’s concepts, provide you opportunities to practice the necessary skills, and allow opportunities for collaborating with your peers, it is important that you attend all classes in which you are enrolled. Be sure to know the attendance policy of each of your instructors.

Under no circumstances should a student stop attending class without contacting the instructor and formally withdrawing. This can result in a failing grade on the student’s permanent record. Attendance at the first class is expected. Registered students who do not attend the first day and do not contact the instructor may be dropped from the class for non-attendance.

|  |  |
| --- | --- |
| Policy | Details |
| Instructor’s Attendance Policy | Enter individual attendance policy |
| Instructor’s Tardiness Policy | Enter individual tardiness policy |
| Instructor’s Student Illness Policy | Enter illness policy here. |

### Behavioral Expectations

To ensure an atmosphere of cooperative learning and respect for all, professional classroom behavior is expected. Students are expected to abide by the [[Elgin Community College Student Code of Conduct](https://elgin.edu/codeofconduct)](https://elgin.edu/codeofconduct). Because a respectful learning environment is important for the success of everyone in this course, any behavior that violates the conduct norms will not be tolerated. Professionalism consists of communicating and behaving in ways that are suitable for a public classroom. This includes attending all classes, arriving and submitting work on time, having consideration and respect for others, and using phones and electronic devices for classwork only.

Please contact your instructor if you have any questions or concerns about what is acceptable and productive classroom behavior or if you have additional suggestions for ways to create an inclusive learning environment for everyone.

**Enter instructor’s behavioral policies if applicable**

### Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being honest and responsible regarding any work submitted as one’s own. The purpose of academic assignments is to help you learn. The grade received shows your own understanding and effort. It also indicates how well you have met the learning goals in a course. To demonstrate that learning, the work done must always be your own, and if you consult others’ work, this must be properly cited. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting the same work in multiple courses, misconduct in research, and/or unauthorized use of AI. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course. For more information, view [ECC’s Academic Integrity policy](https://elgin.edu/academicintegrity).

If you have any questions about what does and does not constitute academic dishonesty in our course, please contact me so that we can ensure you’re confident in the work you submit. For information on how to maintain academic integrity, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the [ECC Library Tutorials Research Guide](https://library.elgin.edu/tutorials/WritingYourPaper). Students may also seek assistance from Librarians as well as [the Write Place](https://elgin.edu/life-at-ecc/tutoring/write-place/) staff.

**Enter instructor’s Academic Integrity policies if applicable**

### Safety Requirements

**Enter instructor’s safety requirements and policies if applicable**

# Part 2: Course Outline and Schedule

## Evaluation/Assessment Methods – Course Assignments

**Describe course assignments how each will be evaluated**

## Topical Outline – Class Schedule

| Class Meeting Date | In-Class | Out-of-Class | Due Date |
| --- | --- | --- | --- |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
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| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |
| Enter class date or week # | **Enter topic to be covered in class that day / week** | **Enter assignment, test, holiday, mid-term, etc.** | **Date** |

## Emergency Closing Information

To receive emergency texts and emails whenever there is an emergency closing or safety issue, sign up for RAVE Alerts at [getrave.com/login/elgin/.](http://getrave.com/login/elgin/) For more information regarding emergency situations at ECC, please visit the college’s [Emergency Procedures page.](https://elgin.edu/about-ecc/emergency-management/emergency-procedures/)

## MyECC Experience App

MyECC Experience is Elgin Community College’s official app. This app is designed to enrich your ECC education and provide you with a personalized experience that provides access to student activities, events, and resources you’ll use most often.



# Part 3: Resources

\*Contact information for resources included at the end of this section.

## **Campus Safety**

### ECC Police

[ECC Police](https://elgin.edu/police) offer assistance, safety tips, and emergency response. You can call them if you need assistance with your vehicle or feel unsafe for any reason.

## **Academic Resources**

### Tutoring

The Tutoring Center offers free online tutoring, drop-in sessions, math and writing support, and study skills sessions. For more information, visit the [ECC Tutoring web page](https://elgin.edu/tutoring).

### ECC Library

The library offers several in-person and online services and resources. Library resources include books, CDs, and DVDs available for checkout; a print collection of magazines, journals, and newspapers; public computer access; and study rooms. Reference librarians can help you with research projects by assisting with topic selection, finding resources, citing sources, and more. For information regarding the ECC Library, please visit: [ECC Library](https://library.elgin.edu/).

### Academic and Transfer Advising Services

[Advising Services](https://elgin.edu/advising) offers assistance in developing an educational plan. Your advisor will help you plan your courses and create a development plan to reach your goals.

### Success Coaching

Student Success Coaches can assist you in various aspects of your academic journey, from setting goals and managing your time effectively to honing your study skills, mastering test-taking strategies, advocating for yourself, staying motivated, and cultivating a positive mindset. For more information, visit the [Success Coach page.](https://elgin.edu/student-services/success-coach/)

### Distance Learning D2L Technical Help

Distance Learning staff can help you navigate and troubleshoot using the D2L online learning management system for our course and any course at ECC. For contact information and to login to D2L, visit the [Distance Learning page.](https://distancelearning.elgin.edu/)

### Accessibility and Disability Accommodations

The Student Access & Disability Services office collaborates with students who have disabilities to provide and arrange reasonable accommodations to foster full participation in courses and campus experiences. If you have a disability, please visit [elgin.edu/ada](http://www.elgin.edu/ada) and complete the “Registration Form” under “New to Student Disabilities Services,” gather documentation on your disability, and schedule an intake appointment. If you have received accommodations in the past at ECC and need accommodation letters for your courses this semester, please visit [elgin.edu/ada](http://www.elgin.edu/ada) and complete the “Request Form” under “Returning Student” as soon as possible.

The laws state that students do not need to disclose a disability, but if reasonable accommodations are needed, the students must disclose a disability to the Student Access & Disability Services office and provide documentation on the disability during the intake appointment.

### TRiO

The mission of [TRiO](https://elgin.edu/trio) is to encourage and assist traditionally underrepresented students in preparation for the completion of a college education. TRiO offers one-on-one assistance and support for students who are first in their family to attend college, have financial need, or have a documented disability.

### Veterans’ Assistance

Elgin Community College has additional supports for veterans whether you are starting college for the first-time or re-entering college. Please contact Anitra King, Career and Veterans Specialist, at (847) 214-7531 or email: aking@elgin.edu. Find more information on the [Veteran Services web page](https://elgin.edu/student-services/veterans/).

## **Holistic Support**

### Wellness Services

The mission of [Wellness Services](https://elgin.edu/student-services/wellness/) is to provide support for personal well-being so students can focus on academic success. They offer students individual and group support. Students may drop in and/or make an appointment in the Student Success office, Building B, room 120. Office hours at Mon-Thurs: 8 am - 7 pm and Friday: 8 am - 4 pm. Support is also available via the AID Crisis Hotline 24 hours a day, 7 days a week. Text 833-AID-TEXT (833-243-8398) or call 630-966-9393.

### Spartan Food Pantry

The Spartan Pantry, located in B175, is open regularly each week. **All ECC students** regardless of financial need can access various grocery items and toiletries for free. Please visit the [Spartan Pantry web page](http://www.elgin.edu/spartanpantry) for specific hours and more information including how to donate and volunteer.

### Career Development Services

[Career Development Services](https://elgin.edu/careerservices) helps you with everything related to your future career. They can help you explore career options, define your professional goals, and look for a job.

### Student Life

[Student Life](https://elgin.edu/studentlife) provides opportunities to get involved in clubs and organizations on campus and is where to get your Student ID.

### Financial Aid and Scholarships

[Financial Aid](https://elgin.edu/financialaid) can help you apply for and obtain financial assistance. They can also help you explore scholarship opportunities.

### Student Accounts

[Student Accounts](https://elgin.edu/studentaccounts) is the centralized billing and collection point for ECC. If you would like to explore payment plans and options or pay any fees, go to Student Accounts in B151.

### Child Care

[Child Care](https://elgin.edu/childcare) is offered to students and staff for children ages 6 weeks to 5 years. For more information, go to elgin.edu/childcare.

### Transportation

ECC has a stop on the [Pace Suburban Bus Service.](https://www.pacebus.com/)

### Additional Resources

Additional resources not highlighted in this syllabus to support your well-being and academic success can be found on the[Student Resources webpage](https://catalog.elgin.edu/student-resources/).

|  |  |
| --- | --- |
| Resources (Column 1 of 2) | Resource (Column 2 of 2) |
| Academic and Transfer Advising ServicesLocation: B120Phone: 847-214-7390 advising@elgin.edu[elgin.edu/advising](http://www.elgin.edu/advising) | Student AccountsLocation: B151Phone: 847-214-7380 Se Habla Español, 847-214-7380 [elgin.edu/studentaccounts](http://www.elgin.edu/studentaccounts) |
| Accessibility and Disability AccommodationsLocation: B105/B125Phone: 847-214-7717Email: sds@elgin.edu[elgin.edu/ada](http://www.elgin.edu/ada) | Student LifeLocation: B173Phone: 847-214-7352Email: studentlife@elgin.edu[elgin.edu/studentlife](http://www.elgin.edu/studentlife) |
| Career Development ServicesLocation: B120Phone: 847-214-7390Email: careerservices@elgin.edu [elgin.edu/careerservices](http://www.elgin.edu/careerservices) | Success CoachingLocation: B120Phone: 847-214-7390Email: coachappt@elgin.edu <https://elgin.edu/student-services/success-coach/> |
| Child CareLocation: M137Phone: 847-214-7376Email: ECLS@elgin.edu[elgin.edu/childcare](http://www.elgin.edu/childcare) | TransportationPace Phone: 847-364-7223RTA Travel information 312-836-7000 [elgin.edu/maps](http://www.elgin.edu/maps) |
| Distance Learning Technical HelpLocation: C210Phone: 847-214-7620Email: d2lhelpdesk@elgin.edu<https://distancelearning.elgin.edu/> | TRIO Location: B155Phone: 847-214-6959Email: trio@elgin.edu[elgin.edu/trio](http://www.elgin.edu/trio) |
| ECC LibraryLocation: Building CPhone: 847-214-7337 (Circulation Desk) 855-523-3225 (Reference Desk)Email: circdesk@elgin.edu (Circulation Desk)libref@elgin.edu (Reference Desk)[library.elgin.edu](https://library.elgin.edu/home) | Tutoring Location: C230Phone: 847-214-7256Email: tutoring@elgin.edu[elgin.edu/tutoring](http://www.elgin.edu/tutoring) |
| ECC PoliceLocation: D136Phone: 847-214-7777 (emergencies)  847-7778 (non-emergencies)Email: eccpolice@elgin.edu[elgin.edu/police](http://www.elgin.edu/police) | Veterans’ Assistance Phone: 847-214-7531 Email: aking@elgin.edu[elgin.edu/veterans](http://www.elgin.edu/veterans) |
| Financial Aid and ScholarshipsLocation: B156Phone: 847-214-7360 Se Habla Español 847-214-7360Email: financialaid@elgin.edu[elgin.edu/financialaid](http://www.elgin.edu/financialaid)[elgin.edu/scholarships](http://www.elgin.edu/scholarships) | Wellness ServicesLocation: B120Phone: 847-214-7390Email: studentwellness@elgin.edu[elgin.edu/student-services/wellness](http://www.elgin.edu/studentwellness) |
| Spartan Food PantryLocation: B175[elgin.edu/spartanpantry](http://www.elgin.edu/spartanpantry) |  |

## Frequently Asked Questions

**Additional pertinent information regarding the course that has not already been covered in any of the sections above.**

*Note: As our course progresses, I may need to change elements of the syllabus. When changes are made, I will notify students as soon as possible.*